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Office Memorandum • UNITED STATES GOVERNMENT

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TO : Chief, Finance Division *W*

DATE: 21 November 1951

FROM : Auditor

SUBJECT: Procedure for Maintaining on Punch Cards the Subsidiary Records of General Ledger Account No. 610 - Compensation Payable

Attached is an outline of the procedure proposed to you in general terms last Saturday, and of which you expressed approval, relative to maintaining on punch cards the subsidiary records for general ledger account No. 610 - Compensation Payable. Under this procedure the posting of approximately 2,000 items per month as well as manual footing and listing operations will be eliminated and the punch cards which will serve as the subsidiary records will, after conversion of the present records, be machine derived as a by-product of the payroll and newly installed journal procedures.

Details have been worked out with the Machine Records Branch for reproducing cards for all items arising subsequent to 1 November as well as for the August, September and October pay rolls which are unposted, and such cards will be available next week. The procedure can therefore be made fully operative as soon as posting of the present records through 31 October, with the exception of the 3 pay rolls mentioned, and manual punching of the open items can be completed.

Inasmuch as account No. 614, Undisbursed Insurance Premiums, and account No. 615, Undisbursed Hospitalization Premiums, parallel account No. 610 in operation, it is recommended that the subsidiary records for these accounts also be maintained on punch cards in alike manner as soon as it is found practicable to effect the conversion.

Attachment

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No Change In Class. <input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified
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